

Guild Tuition Reimbursement Step-by-Step Process

Overview

This step-by-step guide will provide everything you need to know about Wellstar's tuition reimbursement process through Guild Education. Wellstar will reimburse undergraduate and graduate degree courses up to the annual funding amount as noted in policy.

Try It Out!

Reimbursement is a three-phase process:

1 Confirm eligibility

By submitting a reimbursement application with Guild.

2 Start your courses

Begin your course(s) on the indicated start date.

3 Submit your expenses

Once your application is approved, and two weeks after your term start.

You can request reimbursement earlier.

- You can submit a tuition reimbursement request starting 14 days after the term starts. No need to wait for final grades.
- You should receive any approved reimbursement funds in 2-3 pay periods.
- There is no limit to the number of requests you can make under the annual funding cap.

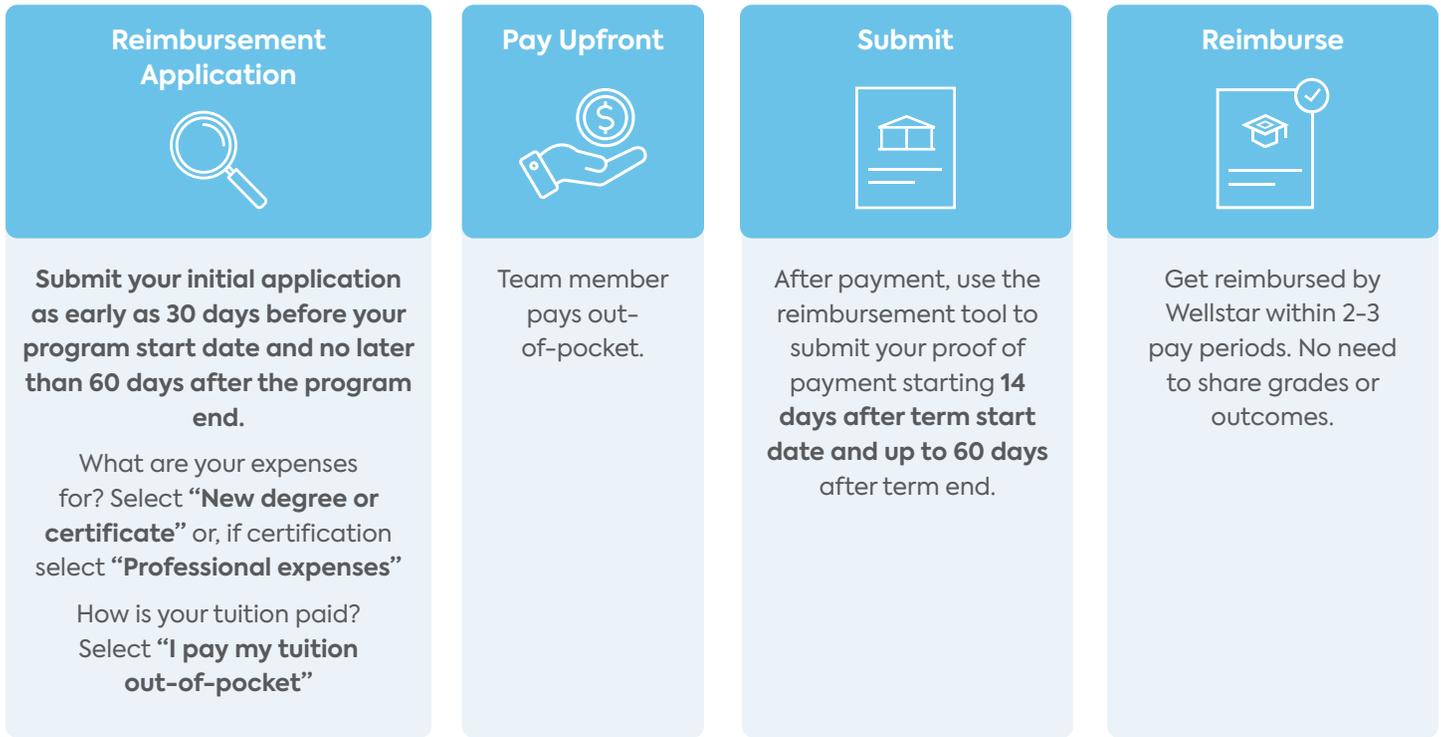
Required documentation

- Unofficial transcript for degree programs, or proof of enrollment for certificates/certifications
- Itemized bill with proof of payment
- Course syllabus and receipts for required books and supplies

Note:

Guild checks your cumulative GPA (cGPA) at the beginning of your term rather than checking each course grade at the end of your term to make sure you're meeting requirements. You do not need to submit proof of course completion or final grades.

Phase 1: Submit Reimbursement Application



Step 1:

Go to reimbursement.guileducation.com

Note: If you're navigating from the member home page, click funding at the top of the page and select a reimbursement option

Step 2:

Log in to your employer account, and set up your profile

Setting up your profile

You will be asked a series of additional questions to help Guild better understand your educational background and previous level of education.

Step 3:

Click on "New Request"

Step 4:

Select what you are submitting for:

- **New learning program or course**
Example: Tuition Fees, etc.
- **Enrollment Fees & Professional Expenses**
Example: Application fee, books/supplies, or license renewal fees, etc.

What are your expenses for?

Select an option and we'll guide you through the process.

- New learning program or course**
Add expenses related to a new program you've started
- Enrollment Fees & Professional Expenses**
Add learning program enrollment fees or professional expenses.

Not sure? [Connect with a Guild coach for help](#)

Step 5:

How is your tuition paid?

Select *I pay my tuition out-of-pocket*.

Note: The *My employer pays my tuition directly to my learning provider* option will be used by those in fully funded tuition assistance programs for books and fees reimbursements.

How is your tuition paid?

Select one. Your answer helps us guide you through the reimbursement process.

My employer pays my tuition directly to my learning provider
Reimbursable expenses: Required books, supplies, and exam fees

I pay my tuition out-of-pocket
Reimbursable expenses: Required tuition, books, supplies, and exam fees

Not sure? [Connect with Guild support for help](#)

Step 6:

This welcome page has a link to your company's policy and a reimbursement FAQ document.

Save your request and return later

Use the sidebar for easy navigation within your request

Reimbursement request

Request sections

- Welcome
- School name
- Program details
- Term dates
- GPA
- FERPA agreement

View summary

Welcome!

Complete this two-part form in order to be reimbursed for your eligible tuition expenses. We recommend reading through your employer's [policy requirements](#).

First, you will submit to ensure that you are eligible to receive reimbursement. Second, you'll need to gather your tuition bill, transcripts, and any course specific information for your reimbursement request. For information regarding submitting a request for tuition reimbursement, necessary information, and when to expect payment visit our [Reimbursement FAQs](#).

Next

Step 7:

Enter the name of the school you're attending.

Where do you plan to attend school?

For certificates or non-accredited courses, enter 'Other'.

School name *

Next

Step 8:

Enter your:

1. Major, certificate focus or certification program name
2. Program type (e.g., bachelor's, master's, etc.)
3. Expected graduation or completion date

Tell us about your program

This could be a program you're enrolled in now or within the next 30 days.

Program type *

Master's Degree

Field of study * ⓘ

Only the fields of study listed below are covered. Select 'Not found' if your field of study is not listed.

Program name * ⓘ

e.g. Business Administration

Expected graduation or completion date * (mm/dd/yyyy)

How do you attend your classes?

Online

In-person

Step 9:

Enter the term start and end dates.

Note: Reimbursement requests need to be submitted for each term, individually. Every school has their own definition of a “term,” but they are typically called a semester, trimester, or quarter.

What are the term dates?

Provide the dates for the start and end of your term, billing period, or program. You can check your school's academic calendar to confirm start and end dates.

Start date * (mm/dd/yyyy)

End date * (mm/dd/yyyy)

Step 10:

Please provide any cumulative GPA information from your school. In your documentation we need to see:

- Your name
- Your school name
- Most recent cumulative GPA prior to the current term you are applying for
- Program name if applicable

Note: Most schools provide a GPA if you have attended previous semesters at your school.

Please record and upload a full cumulative GPA document.

Supported file formats are JPEG, PDF, PNG, DOC, and DOCX.

Do you have a cumulative GPA from your school? *

Guild checks your cumulative GPA, or cGPA, at the beginning of your term rather than checking course grades at the end. You can find your cGPA on an official or unofficial transcript, grade report, or degree audit. If your school doesn't provide a cGPA, upload an unofficial transcript or proof of enrollment.

- I have a GPA for this institution
- I do not have a GPA for this institution
- The school I attend does not use a traditional GPA format

Cumulative GPA *
Please enter your exact cumulative GPA for this institution.

[View example](#)

Upload transcripts *
Please upload your document to verify your cumulative GPA.

Drag & drop or upload a file

Supported formats: JPEG, PDF, PNG, DOC, and DOCX

Step 11:

Please read the agreements and select the checkbox to agree to the terms of agreement

I agree and authorize Guild Education, Inc. and my Employer to release and exchange education records and other information as outlined in the stated terms. *

Step 12:

Review your reimbursement application summary to ensure all of the information is entered correctly. Certify that you have read and agree with your employer's policy by checking the required box.

Then submit the request.

Summary

Request ID: 385911

School information [Edit](#)

School name	Wytheville Community College
Program type	Bachelor's Degree
Major or certification program name	Nursing
When do you plan to graduate?	8/31/23
GPA for institution	I do not have a GPA for this institution
Term dates	4/30/23 - 7/31/23
Class attendance	Online

Agreements [Edit](#)

FERPA agreement	Yes
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I have read and agreed to my organization's [reimbursement policy](#)

Phase 2: Start Courses

Start your courses: You will not be able to access your request in this step.

No action required on Guild's website.

Two weeks after your term start, your request will move from Step 2 to Step 3.

Note: If you are submitting your application after completing your term or for a "certification" you will be passed to **Step 3** when your application is approved.

Active requests

These requests are either under review or require action from you.

Reimbursement request ID: 385911

Term dates: 4/30/23 - 7/31/23
Wytheville Community College

- Step 1: Check your eligibility
Status: Incomplete
- Step 2: Start courses
After the add/drop date passes, you can submit your expenses.
- Step 3: Complete reimbursement request
Status: Incomplete

Phase 3: Submit Reimbursement Request

Step 1:

Ensure you have all of the necessary documentation to submit for tuition and books and fees expenses:

- Unofficial transcript
- Tuition bill
- Grants and scholarships (if applicable)

Before we begin, you'll need a few things.

Gather the documents you'll need to upload. You can upload multiple pages or files for any document as needed. If you're submitting tuition expenses, you'll need:

- Unofficial transcript [View transcript example](#)
Your official or unofficial transcript, or proof of enrollment helps us verify details like cGPA and credits taken.
- Tuition bill [View example Tuition Bill](#)
Provide a tuition bill that breaks down all costs including fees, courses, and other expenses. This helps us verify the amount you paid your learning provider.
- Grants and scholarships (optional) [View example document](#)
This documentation helps us verify funding you received from other sources.

Step 2:

Select Yes to submit any tuition and mandatory fees for your term.

Would you like to submit tuition expenses? *

Select Yes to get reimbursed for your term courses or certificate program tuition.

Yes

No

Step 3:

Enter your total number of attempted credit hours.

How many credits did you attempt this term?

Include credit hours for all courses you enrolled in, even if you dropped them.

Enter * if this doesn't apply to your certificate program.

Attempted credit hours *

6

Step 4:

Add the course information for each course you are enrolled in.

Now tell us more specifics about your courses.

Enter "T" for course credits if this does not apply to your certificate program.

Course title *

Course code *

Course credits *

Course start date * (mm/dd/yyyy)

Course end date * (mm/dd/yyyy)

Step 5:

If you took more than one course in this term, please **make sure to add each individual course to your request** (repeat step 4 for each course).

Do you have another course to add? *

Yes, I have more courses to add.

No, I have added all my courses.

Step 6:

Upload an **unofficial transcript or proof of enrollment**

Note: Most schools provide a GPA if you have attended previous terms at your school. **Please record and upload a full cumulative GPA document.**

Supported file formats are JPEG, PDF, PNG, DOC, and DOCX.

Upload your unofficial transcript or proof of enrollment.

Upload an official or unofficial transcript, certificate, or letter of certification. You can upload multiple pages or files as needed.

[View an example transcript document](#)

Provide a transcript or other proof of enrollment. *

Drag & drop or

Supported formats: JPEG, PDF, PNG, DOC, and DOCX

Step 7:

Enter the total amount of tuition and mandatory fees charged for the term.

How much tuition and mandatory fees did you pay this term?

This amount should match the payment amount(s) on your tuition bill.

Please do not include any loan amounts; loans will not affect your reimbursement amount.

Total tuition and mandatory fees paid *

Step 8:

- Enter your total amount received in grants or scholarships.
- Enter the total required for room and board fees.

Note: Choosing **No** will allow you to move past this section, if not applicable.

Did you receive any scholarships or grants? *

Yes
 No

Enter the total amount of grants and scholarships you received this term.

Total scholarships and grants *

Were you required to live on campus and pay mandatory room and board fees?

Yes
 No

Enter the total amount of mandatory room and board fees.

Total room and board fees *

Step 9:

Upload a tuition bill that includes all necessary information.

Note: The itemized bill must include all items on the right.

Please make sure proof of payment is included.

Supported file formats are *JPEG, PDF, PNG, DOC, and DOCX.*

Upload your tuition bill.

Step 1: Before uploading your document, make sure it includes:

- Full name
- School name or initials
- Term and term year
Example: "Spring 2020"
- A list of tuition and fees
- A list of all payments you made, including any grants, scholarships, or direct payments
- Proof that your balance has been fully paid
- View [Guild Tuition Bill Example](#) 

Step 2: Upload your document

Tuition bill *

 Drag & drop or [upload a file](#)

Supported formats: JPEG, PDF, PNG, DOC, and DOCX

Step 10:

Review your request before you check the *I certify...* box and click *Submit*.

Once you click *Submit* your request will be processed within 5-7 business days.

Request ID: 374577

Tuition

Submit for tuition reimbursement [Edit](#) Yes

Course information

Attempted credit hours [Edit](#) 6.0

Computer science - Cs 101 [Edit](#) [Delete](#)

Course code	CS 101
Course dates	4/1/23 - 6/30/23
Course credits	3.0
Course cost	\$2,500.00

Forgot a course? [Add another course](#)

Provide a transcript or other proof of enrollment. [Edit](#) [_00000070714080498562795_2021_MSI_Architectural_Review_02](#) 14/27/23

Tuition information [Edit](#)

Total tuition and mandatory fees paid	\$5,000.00
Received grants and scholarships	No
Total room and board fees	\$0.00

Tuition bill [_00000070714080498562795_2021_MSI_Architectural_Review_02](#) 14/27/23

Maximum tuition reimbursement amount **\$5,000.00**
How is this calculated? 